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Part 205, Chapter 4

USGS DELEGATIONS OF PROCUREMENT AUTHORITY AND FEDERAL ASSISTANCE AWARDS AUTHORITY		
PROCUREMENT AUTHORITY AND FEDERAL ASSISTANCE AWARDS AUTHORITY ARE DELEGATED TO THE DIRECTOR IN 220 DM 10 AND 220 DM 11 RESPECTIVELY	AUTHORITY DELEGATED TO:	REQUIRED DOCUMENTATION/ REMARKS
A. Approval to contract for authorized supplies and services (including research) and make federal assistance awards		
A-1. \$3,000,000 and above	Assistant Secretary – Water and Science	See 220 DM 10 and 220 DM 11 Current format and instructions for approval are provided in OAG On-line Instruction 6, available from http://www.usgs.gov:8888/ops/acquisition/howindx.html
A-2. \$500,000 to <\$3,000,000.	Director	See 220 DM 10 and 220 DM 11 Current format and instructions for approval are provided in OAG On-line Instruction 6, available from http://www.usgs.gov:8888/ops/acquisition/howindx.html
B. Warrant Authority to Contract for authorized supplies and services (including research) and make federal assistance awards		
B-1. Authority to Issue Contracting Officer Warrants	Chief, Office of Administrative Policy and Services as Head of the Contracting Activity; and the Chief, Office of Acquisition and Grants (OAG) as the Bureau Procurement Chief.	
B-2. Warranted Contracting Officer Delegations (Authority is delegated up to and including the dollar figures shown and is subject to further commodity or geographic limitations.)		Contracting Officer authority under the Warrant System may be delegated to specific individuals only, not to positions, and may not be further delegated. See the DOI Contracting Officers' Warrant System (COWS) Manual for designation of warranted contracting officers.

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<p>(a) Simplified Acquisitions</p> <p>(1) open market: \$5,000 established sources: \$100,000</p> <p>(2) open market: \$10,000 established sources: \$100,000</p> <p>(3) open market: \$25,000 established sources: \$100,000</p> <p>(4) open market: \$100,000 established sources: unlimited</p>	<p>Warrant Level IA Contracting Officers</p> <p>Warrant Level IB Contracting Officers</p> <p>Warrant Level IIA Contracting Officers</p> <p>Warrant Level IIB Contracting Officers</p>	<p>The warrants may specify additional monetary or categorical restrictions as set forth in SM 205.4.5B, or as considered appropriate in a specific situation. See the COWS Manual.</p> <p><i>Established sources</i> are federal supply schedules orders, mandatory sources such as UNICOR and National Industries for the Blind/National Institute for the Severely Handicapped Workshops, USGS or other agency indefinite delivery contracts, and orders to other federal agencies (interagency agreements).</p>
<p>(b) Contracts, Grants, and Cooperative Agreements (including modifications)</p> <p>(1) \$1,000,000 dollar limit</p> <p>(2) unlimited dollar limit</p>	<p>Warrant Level III Contracting Officers</p> <p>Warrant Level IV Contracting Officers</p>	<p>This authority is limited to individuals in headquarters OAG and regional Acquisition and Grants Branches (AGBs). These levels provide the authority to sign contracts, grants, and cooperative agreements, including modifications, up to the dollar limit of their warrants, as well as the authority to make simplified acquisitions. See the COWS Manual.</p>
C. Authority to Procure Using Micro-purchase Procedures (requirements not exceeding \$2,500 or construction under \$2,000)		
C-1. Imprest Fund and Third-Party Drafts	No longer authorized in the USGS	
C-2. Blanket Purchase Agreements (BPA)		

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<p>(a) BPA calls below the micro-purchase threshold</p> <p>(b) Establishment of BPAs</p>	<p>Employees designated as authorized callers by addition of their names to the authorized caller list for the BPA by the cognizant Contracting Officer, at the request of the employee's first line supervisor with budget authority in the chain of command</p> <p>Warranted Contracting Officers</p>	<p>Calling authority is not subject to the geographic restrictions, but is subject to the categorical restrictions, set forth in SM 205.4.5. See SM 403.6</p> <p>Subject to the geographic and categorical restrictions set forth in SM 205.4.5.</p>
<p>C-3. Charge Card Micro-purchases</p> <p>(a) Authority to purchase</p> <p>(b) Designation as Approving Official of Charge Card Statements</p>	<p>Delegated to individual employees by memorandum from the OAG Chief or designee, at the request of the prospective cardholder's approving official.</p> <p>Charge cardholder's first line supervisor</p>	<p>Includes authority to purchase by charge card or convenience check. This authority is not subject to the geographic restrictions set forth in 205.4.5. The authority to use an employee's charge card may not be redelegated to any other individual. See SM 403.7</p> <p>Delegated to the charge cardholder's first line supervisor by memorandum from the Department's Director, Office of Acquisition and Property Management. The approving official is responsible for ensuring the proper use of the charge card in compliance with applicable procedures and dollar thresholds.</p>
D. Commodities With Special Restrictions on Delegations		
D-1. Personal Services Contracting		This delegation can be exercised only when specific

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<p>(a) Personal Services Contracting under the student services authority of Public Law 106 -113</p> <p>(b) All other Personal Services Contracting,</p>	<p>Warranted Contracting Officers within the limit of their service contracting authority</p> <p>Headquarters OAG and regional AGB warranted Contracting Officers</p>	<p>statutory authority exists. FAR 37.104 and DIAR 1437.103 contain legal review requirements and additional criteria to be applied in determining whether contemplated services are personal or non-personal.</p>
D-2. Aircraft Contracting (purchase of aircraft and aircraft services within DOI)	<p>Office of Aircraft Services (OAS), except as provided in 353 DM 1</p> <p>Warranted Contracting Officers may procure non-exempt aircraft-related services with a written delegation from OAS.</p>	
D-3. Indian Self-Determination Contracts and Funding Agreements	Requires separate individual delegation from the OAG Chief.	Authority to make awards under Public Law 93-638 may be delegated only to Level III or Level IV Contracting Officers with additional training in P.L. 93-638 and Trust resource issues (See DIAPR 1997-4, Amendment 2, dated July 9, 2001.)
D-4. Services from temporary help service firms	May be procured only by warranted Contracting Officers and must be done in writing.	Authority to approve use of a temporary help agency is delegated in SM 205.1, Appendix B A-1. See also SM 402.3.7E.
D-5. Printing and Binding Services		

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<p>(a) Procure printing and binding services</p> <p>(b) Order from commercial printers under the GPO Simplified Purchasing Arrangements program</p>	<p>USGS charge cardholders and warranted Contracting Officers, with a waiver from the Government Printing Office (GPO) or under GPO-established contract arrangements.</p> <p>Charge cardholders with purchase authority and warranted contracting officers nominated in writing to GPO by the OAG Chief or his designee.</p>	<p>See FAR Subpart 8.8 and SM 314.1</p> <p>This restriction does not apply to obtaining printing and binding services from GPO; nor does it apply to ordering under term contracts established by GPO as long as payment is made directly to GPO.</p>
E. Transactions Fully or Partially Exempt from the Warrant System and the requirements of SM 205.4		
<p>E-1. Interagency Agreements Involving an Outflow of Funds from the USGS to Another Federal Agency or to Another Interior Sub-agency (Bureau or Office)</p> <p>(a) Authority to sign Interagency Agreements, subject to the FAR, of</p> <p>(1) \$2,500 or less</p>	<p>Charge card holders within the limit of their delegated authority.</p>	<p>Under waiver obtained from DOI, USGS is authorized to allow these agreements to be signed by program officials with certain restrictions as described below and in SM 405.7. Interagency agreements are not subject to the geographic limitations of this chapter but are subject to the restrictions in section D above. See SM 405.7 for procedures. NOTE: Interagency agreement delegations covering funds coming in to the USGS will be addressed in SM 205.13.</p> <p>Includes paying other agencies for goods, fees, services sold at established rates to the public. Does not include agreements under the authority of the Economy Act.</p>

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(2) \$500,000 or less	Warranted Contracting Officers within the limit of their delegated authority; and Office Chiefs reporting to the Director/Deputy Director and managers and supervisors who report directly to a Senior Executive Service manager or Office of Regional Services Chief. (This delegation includes, but is not limited to Center Directors, Team Chief Scientists, and District Chiefs.)	Agreements executed by program officials must be coordinated with a Level III or IV warranted Contracting officer and require legal review if the total life value of the agreement is over \$100,000.
(3) Over \$500,000	Level III or IV Warranted Contracting Officers, within the limit of their delegated authority	Agreements executed by warranted Contracting Officers require legal review if over \$500,000.
(b) Exclusions/Restrictions on the above Interagency Agreements		See SM 405.7
(1) Awards to an agency not subject to the Federal Acquisition Regulation	Limited to warranted Contracting Officers in headquarters OAG and regional AGBs, within the limit of their delegated authority	
(2) Awards involving performance of a commercial activity subject to OMB Circular A-76	Limited to warranted Contracting Officers in headquarters OAG and regional AGBs, within the limit of their delegated authority	
(3) Awards requiring a formal purchase order or Military Interdepartmental Purchase Request (MIPR), DD Form 448	Limited to warranted Contracting Officers, within the limit of their delegated authority	
(c) Authority to Sign Economy Act		

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<p>Determination and Findings</p> <p>(1) \$100,000 or less</p> <p>(2) \$500,000 or less</p> <p>(3) Over \$500,000</p>	<p>Warranted Contracting Officers within the limit of their delegated authority</p> <p>Headquarters OAG Chief and regional AGB Chiefs; or for agreements executed by program officials: Associate Directors, Regional Directors, Chief Scientists, the Associate Chief Biologist for Information, Regional Executives, SES Office Chiefs who report to the Director/Deputy Director, and the ORS Chiefs.</p> <p>Headquarters OAG and regional AGB Chiefs</p>	
E-2. Joint Funding Agreements with State and Local Governments	This authority is delegated in SM 205.13.	These agreements may not be used to award U.S. Government funds to an outside entity. See SM 500.1.
E-3. Cooperative Research and Development Agreements (CRADAs)	This authority is delegated in SM 205.13.	These agreements are used to perform cooperative research under the Technology Transfer Act and do not involve commitments for payment of funds to the cooperating entity. See SM 500.20.
E-4. Real Property Leases and Temporary Space Rental		
(a) Leases	This authority is delegated in SM 205.12	See SM 427.1
(b) Temporary space rental (e.g., storage	Charge Cardholders and warranted Contracting	Except for conference facilities, acquisition of temporary

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lockers, conference space, parking for official vehicles) for requirements of 12 months or less.	Officers, within the limit of their delegated authority.	space requires prior approval of the servicing Headquarters or regional facilities management units. See SM 429.1 and SM 429.7
E-5. Tuition for Off-the-Shelf Training to be brought On-site (a) \$2,500 or less (b) \$25,000 or less	Charge cardholders with purchase authority delegated under C-3 above. Office of Employee Development and its Regional Liaisons	Authorized by DIAPR 1997-4, Amendment 1, dated March 12, 1998 This exception/special delegation includes courses with minor modifications to better target a USGS audience, but not courses requiring new or different course content. Services of guest speakers and classes requiring course development are services subject to the FAR and are not included in this tuition exemption. This exception applies only to training acquired using the SF-182, Request for Training. Acquisition of group training not covered by this exception is limited to warranted Contracting Officers.
E-6. Utilization of SF-344, Multi-use Standard Requisitioning Issue System Documents (FED STRIP)	Exempt from the warrant system and the requirements of this chapter.	
E-7. Requisition from GSA stock using GSA Advantage	Exempt from the warrant system and the requirements of this chapter	
E-8. Payment to GSA for space, repairs,	Exempt from the warrant system and the	

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maintenance, facilities, and other related services (including Reimbursable Work Agreements) authorized by 40 USC 490	requirements of this chapter	
F. Ordering Officer Designation (a) Authority for non-warranted Ordering Officers to place delivery or task orders under USGS indefinite delivery contract (b) Authority for non-warranted Ordering Officers to place orders under other agency contracts	<p>May be delegated to non-warranted individuals for a specific contract by the OAG Chief or the respective AGB Chief administering the contract.</p> <p>May be delegated to non-warranted individuals for a specific contract by the OAG Chief.</p>	<p>See B.2 above for ordering authority of warranted Contracting Officers.</p> <p>This authority is limited to: (a) contracts in which fixed prices and delivery terms are established in the contract and the placement of the order does not require negotiation of hours, prices, or terms nor a determination that the order price is reasonable; (b) contracts in which placement of the order is not subject to the “fair opportunity” process of FAR 16.505(b); and (c) orders not exceeding \$25,000.</p> <p>The individual warranted headquarters or regional Contracting Officer administering the contract is responsible for collection of data on orders placed by Ordering Officers and reporting it to the Interior Procurement Data System.</p> <p>Requires waiver to the DOI-COWS manual from DOI.</p>